

## OVERSIGHT COMMITTEE ON PUBLIC RECORDS MEETING MINUTES

Regular Meeting

March 31, 2021

(Virtual meeting)

21-3-31-1

### CALL TO ORDER

A virtual meeting of the Oversight Committee on Public Records was held on Wednesday, March 31, 2021. The meeting was called to order by Chairman Tammy Glickman, Designee for Lesley Crane, Commissioner, Department of Administration, at 10:00a.m.

### A roll call was conducted to determine members present constituting a quorum:

Jerry Bonnet, Designee for Connie Lawson, Secretary of State; Luke Britt, Public Access Counselor; Jim Ehrenberg, Designee for Tracy Barnes, Chief Operating Officer, Office of Technology; Tamara Hemmerlein, lay member; Doug Kowalski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Chandler Lighty, Executive Director, Indiana Archives and Records Administration; Jacob Speer, Director, Indiana State Library; Scott Uecker, professional journalist, lay member.

Members absent: Cynthia Carrasco, Governor's Designee; Jay Phelps, County Clerk, Bartholomew County.

IARA staff in attendance: Marilyn Fernandez, Deputy Director/Records Management; Meaghan Fukunaga, Deputy Director/Electronic Records; Claire Horton, Deputy Director/Archives; Kim Hagerty, Director/Digitization & Micrographic Services; Amy Robinson, Records Management; Amy Christian Janicki, Records Management Liaison.

Guests: None

21-3-31-2

### NEXT MEETING

The next meeting of the OCPR is scheduled to be held on Wednesday, April 28, at 10:00a.m. as a virtual meeting.

21-3-31-3

### PREVIOUS MEETING

A motion was made by Luke Britt, seconded by Scott Uecker, to approve the minutes of the last regular meeting of the OCPR held on Wednesday, February 24, 2021 as a virtual meeting. Motion carried.

21-3-31-4

### DIRECTOR'S REPORT

Chandler Lighty submitted the Director's Report previously distributed to the OCPR for review.

The report includes a narrative from Claire Horton, Deputy Director/Archives, Marilyn Fernandez, Deputy Director/Records Management, Meaghan Fukunaga Deputy Director/Electronic Records, Kim Hagerty/ Director of ISML.

The report includes a staff promotion in the ISML lab of Mike Rathsmann. Processing at the Archives remains consistent. Records Management continues with the revision of county schedules, being led by Amy Robinson. These schedules have not been reviewed in some time. The Records Management Liaison, Amy Janicki, is doing a good job of reaching out to county clerks and getting a lot of traction from counties about their records management needs. Electronic Records is involved in a number of interesting projects. ISML is working on a project with Workers Compensation Board digitizing number of records. We are seeing more and more agencies asking about converting microfilm. IARA staff is back at about 80%.

21-3-31-5

## **NEW BUSINESS**

### **1. Review of OCPR Policy 09-01.**

Claire Horton shared, generally speaking, when anything is transferred to the Archives the title becomes the property of the Archives based on Indiana Code. Counties sometimes think when microfilm is transferred to the Archives they retain title and the microfilm is only being stored in the Archives vault. That traces to this Policy 09-01. This policy was created to encourage counties to transfer their film to the Archives. Under this Policy, ownership is unclear and there can be questions about ownership.

Claire suggested retiring this policy and not replacing it with anything since Indiana Code makes it clear that when anything is transferred to the Archives title is also being transferred. A letter will be generated advising any film being transferred to Archives is also transferring ownership. If a county wanted to retain ownership, permission would be granted by way of a signed form. This would clarify ownership of what is currently in the vault. If a county would like to create a duplicate of anything in the vault that would be possible through the duplication charge on the current Micrographics fee schedule.

A motion was made by Doug Kowalski, seconded by Luke Britt, to retire Policy 09-01, providing an explanation of the policy on the IARA website, citing the appropriate Indiana Code. All retired policies are also listed on the website.

21-3-31-6

## **RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)**

### **1. Department of Health/Environmental Labs**

A motion was made by Doug Kowalski, seconded by Luke Britt to adopt schedule 1. Motion carried.

## **2. Department of Toxicology**

A motion was made by Jerry Bonnet, seconded by Scott Uecker to adopt schedule 2.  
Motion carried.

21-3-31-7

### **OLD BUSINESS**

#### **1. Film Verification Policy**

Chandler Lighty followed up with Tom Jones, Records Manager for the courts. Tom Jones indicated he was in favor of the policy. Jerry Bonnet suggested sharing this policy with the Clerk of the Supreme Court for an opinion. This policy is unique to microfilm duplication.

Chandler Lighty will follow up with the clerk for an opinion. This item will appear on a future agenda for further discussion.

1-3-31-8

### **ADJOURNMENT**

There being no further business before the Committee, a motion was made by Doug Kowalski, seconded by Scott Uecker, to adjourn the meeting at 10:24a.m.